

## **Program Description/Textbook or Print Instructional Material**

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Century 21 Computer Applications and Keyboarding Complete

Author: Hoggatt, Shank Copyright: 2002

ISBN: 0-538-69152-2 Course/Content Area: Vocational and Career Education; Business Program;  
Keyboarding Applications

Intended Grade or Level: 9-12 Readability Level: 8.7 (Flesch Kincaid)

List Price: 64.95 Lowest Wholesale Price: 48.00

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.*

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

- The Seventh edition continues with its non-software specific approach to word processing, using Transparency Masters to support commercial software functionality.
- The complete course contains 150 keyboarding and word processing lessons, 54 computer apps lessons, and 15 new key learning lessons (in the Resources section).
- This text has extensive coverage of technology which includes Voice / Speech recognition, Internet coverage with activities and instruction, and E-mail coverage.
- New key learning is still included, its just moved to the Resources section.
- The book starts with Review lessons that cover the entire keyboard, just more quickly than the new key sections.
- Computer Apps have been moved into the main part of the text (as opposed to the Appendix) and expanded significantly.
- The efficient and effective model of directions-left, copy-right page layout.

### **Student Experiences**

- This text has flexibility for new key learning or review key learning, the text begins with reviewing the keys or new key learning is available in the Resources section.
- Word Processing activities (14 in all) and skill builder activities (8 in all).
- C21 Computer Applications & Keyboarding has a Web Site that contains both instructor and student sections which will make an interactive online keyboarding community.

### **Assessment**

Century 21 Computer Applications & Keyboarding 7E, a revision of Century 21 Keyboarding & Information processing, reflects the changing keyboarding course. Coverage of Computer Apps includes

spreadsheet, database, electronic presentations, speech recognition, web search, and web page design. The Cycles continue to be a part of the pedagogy, with complete integration of cross-curricular themes in each cycle: Arts and Literature, Science, Environment and Health, Social Studies, and Technology. Century 21 Computer Keyboarding, available in soft- or hard-cover versions, includes the 75 keyboarding and word processing lessons.

### **Organization**

Cycle 1 Arts & Literature

Cycle 2 Social Studies,

Cycle 3 Science & Math,

### **Resource Materials**

#### **Gratis Items To Be Provided And Under What Conditions**

Workplace Enrichment Data CD (0-538-69986-8) Free 1 per teacher

Instructor's Resource Kit (0-538-69942-6) Free 1 per teacher

Style Manual Text (0-538-69928-0) Free 1 per teacher

Transparencies – Vol. One (0-538-69923-x) Free 1 per school

Transparencies – Vol. Two (0-538-69924-8) Free 1 per school

Transparencies – Three Volume Set (0-538-69922-1) Free 1 per school

CheckPro Site License (0-538-69939-6) Free 1 per school

CheckPro User's Guide (0-538-69937-X) Free 1 per school

Instructor's Edition Complete Text (0-538-69944-2) Free 1 per teacher

Instructor's Edition (75 lessons) (0-538-69941-8) Free 1 per teacher

Microtype 3.0 Windows Version (0-538-43397-3) Free: Choice of version with purchase of 25 texts

MicroType 3.0 Macintosh Version (0-538-43400-7) Free: Choice of version with purchase of 25 texts

ExamView (0538438355) Free 1 per teacher

Instructor's User's Guide for Key Champ (0-538-43395-7) Free 1 per teacher

#### **Available Ancillary Materials**

Computer Applications and Keyboarding (75 lessons) (0-538-69919-1)

Collaborative Simulation Information Process Specialists (0-538-69921-3)

Workplace Enrichment Text (0-538-69987-6)

Workplace Enrichment Data CD (0-538-69986-8)

Key Champ text (0-538-43392-2)

Key Champ Windows Version Site License (0-538-43388-4)

Key Champ Macintosh Version Site License (0-538-43458-9)

MicroPace Pro 2.0 Windows Version Site License (0-538-72577-x)

MicroPace Pro 2.0 Macintosh Version Site License (0-538-72587-7)

## **RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

**NOTE:** Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **“not available”** in the space.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



|  |                           |  |                               |
|--|---------------------------|--|-------------------------------|
| <b>Title:</b> Century 21 Computer Applications & Keyboarding |                           | <b>Cost:</b> \$48.00                     |                               |
| <b>Publisher:</b> Thomson Learning/South-Western             |                           |  |                               |
| <b>Item Evaluated:</b> Textbook & Supplemental Materials     |                           |  |                               |
| <b>Copyright Date:</b> 2002                                  |                           | <b>Evaluator:</b> Melissa Helton         |                               |
| <b>Content Level:</b> 9-12                                   |                           | <b>Date of Evaluation:</b> July 30, 2003 |                               |
| <b>Level of Alternative Format</b>                           | Level 1 – Full Compliance | Level 2 – Provisional Compliance         | Level 3 – Marginal Compliance |
| This section completed by Exceptional Children Services      |                           |  |                               |

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions. They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

| Recommendations:  |
|---|
| <input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission |
| <input type="checkbox"/> Not recommended by reviewers to State Textbook Commission        |

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# **Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business**



|  |                    |                                 |
|--|--------------------|---------------------------------|
| <b>Title: Century 21 Computer Applications &amp; Keyboarding</b>   |                    | <b>Publisher: South-Western</b> |
| Technology Management Summary Data:  | 20 possible points | 16 points earned                |
| Technology Management Comments: Allows for Placement of Students on different levels.  |                    |                                 |
| Technology Presentation/Interface Summary Data:  | 40 possible points | 28 points earned                |
| Technology Presentation/Interface Comments: A good resource for teachers, but not much for students to use.  |                    |                                 |
| Content Summary Data:  | 44 possible points | 37 points earned                |
| Content Comments: Focus is on Individual, so no teamwork points. Real-life situations—simulations for workplace. Integration to Language Arts with Proofreaders Marks & Language Activities. Little Math Skills. Ethical Situations included in Writing As-                                      |                    |                                 |
| Instruction & Assessment Summary Data  | 52 possible points | 43 points earned                |
| Instruction & Assessment Comments: Simulations, Workplace Enrichment Activities, Workbooks, E-Terms Dictionary, and a Style Manual for Documents Available for Student Use. As close to engaging students as a keyboarding book can be! A book for a 1 semester course & for a year long course! |                    |                                 |
| Organization & Structure Summary Data  | 36 possible points | 36 points earned                |
| Organization & Structure Comments: Well Organized. Includes an E-Terms Dictionary. Easy to follow format. Covers all appropriate content.  |                    |                                 |
| Resource Material Summary Data   | 40 possible points | 40 points earned                |
| Resource Material Comments: Placement Test Strategies for Advancing Students. CD-ROM with Lesson Plans, Instructors Manual with teaching strategies. Transparencies.   |                    |                                 |



# **Group V - Career /Technical & Vocational/Practical Living** **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Business**



|  |  |   |   |                               |                      |
|--|--|---|---|-------------------------------|----------------------|
| <b>Equipment</b> (circle or change fill color) | <b>Grade Level</b> (circle or change fill color) | <b>Audience</b> (circle or change fill color) | <b>Format</b> (circle or change fill color) | <b>Cost \$48.00</b>           |                      |
| Windows  | Primary  | Individual<br>Small Group<br>Large Group      | Stand Alone/Independent                     | _____ single copy             | _____ site license   |
| Macintosh                                      | Intermediate                                     |   | Integrated                                  | _____ network version         | _____ school version |
| CD-ROM   | Middle   |   | Supplemental                                | _____ lab pack of ____ copies | _____ online         |
| DVD  | High   |   | In lieu of basal test                       |                               |                      |
| Sound  |  |   |   |                               |                      |
| Other  |  |   |   |                               |                      |

  

|  |                  |                          |                         |                       |                |
|--|------------------|--------------------------|-------------------------|-----------------------|----------------|
| <b>Type of Software:</b><br>Check all that apply | _____ Simulation | _____ Management         | _____ Interdisciplinary | _____ Problem Solving | _____ Tutorial |
| _____ Exploratory                                | _____ Creativity | _____ Drill and Practice | _____ Critical Thinking | _____ Utility         | _____ Other:   |

|                      |                    |                    |
|----------------------|--------------------|--------------------|
| <b>Rating Scale:</b> | 3—Some of the time | 1—None of the time |
| 4—All or the time    | 2—Minimally        | 0— Not applicable  |

| <b>Management</b>  | <b>Rating</b>       |
|--|---------------------|
| Allows customizing for individual learning needs.                            | 4                   |
| Allows students to exit and resume at a later time.                          | 2                   |
| Keeps a students performance record, where needed.                           | 2                   |
| Allows control of various aspects of the software (e.g., turning sound off). | 4                   |
| Allows for printed reports.  | 4                   |
| Comments:  | <b>Total<br/>16</b> |

| <b>Presentation/Interface</b>  | <b>Rating</b>       |
|--|---------------------|
| Presents material in an organized manner.  | 3                   |
| Has consistent, easy-to-use, on-screen instructions.                                     | 3                   |
| Has developmentally correct presentation format.   | 3                   |
| Adapts to different learning environments (learning styles/multiple intelligences, etc.) | 2                   |
| Accessible for special needs students.   | 2                   |
| Runs smoothly, without long delays.  | 4                   |
| Presents easy-to-view text and graphics.   | 4                   |
| Presents easy-to-hear and understand sounds.   | 3                   |
| Avoids unnecessary screens, sounds, and graphics.  | 4                   |
| Provides immediate, appropriate feedback.  | 0                   |
| Comments:  | <b>Total<br/>28</b> |

| Content—Business   | Rating              |
|--|---------------------|
| Career Experiences   | 4                   |
| Employability Skills   | 4                   |
| Teamwork   | 0                   |
| Global Perspective   | 4                   |
| Mathematical Skills  | 2                   |
| Communication  | 4                   |
| Diversity  | 3                   |
| Ethical Practices  | 4                   |
| Academic Integration   | 4                   |
| Real World Application   | 4                   |
| Content Area Concepts Addressed  | 4                   |
| Comments: Focus on Individual, so no teamwork. Uses Language Arts Skills with Language Activities & Proofreading Documents. Does not use very much Math. Real World Applications from WorkPlace Simulations. Ethical Issues included in Writing Assignments. | <b>Total<br/>37</b> |

| Rating Scale:      | 2—Minimally        |
|--------------------|--------------------|
| 4—All or the time  | 1—None of the time |
| 3—Some of the time | 0— Not applicable  |

| Instruction and Assessment   | Rating              |
|--|---------------------|
| Identifies a Sense of Purpose  | 4                   |
| Builds on Student Ideals   | 3                   |
| Engages Students   | 3                   |
| Develops Business Ideas  | 3                   |
| Promotes Student Thinking  | 3                   |
| Assesses Student Progress  | 4                   |
| Enhances The Learning Environment  | 4                   |
| Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.  | 4                   |
| Commonwealth Accountability Testing System (CATS) “like” Assessment is provided  | 2                   |
| Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. | 3                   |
| Includes activities and opportunities for integration of technology.   | 4                   |
| Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)   | 3                   |
| Differentiation techniques and activities suggested.   | 3                   |
| Comments:<br>Simulations, Workbooks, and Workplace Enrichment Activities.  | <b>Total<br/>43</b> |

| Rating Scale:                   | 3 – Some potential for learning   | 1 - Not present    |
|---------------------------------|-----------------------------------|--------------------|
| 4 – High potential for learning | 2 – Little potential for learning | 0 – Not applicable |

| Organization and Structure   | Rating              |
|--|---------------------|
| Organization is logical and allows for spiraling of content.   | 4                   |
| Vocabulary and key terms are clearly defined and easily accessible within each lesson.                                 | 4                   |
| Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.             | 4                   |
| Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).               | 4                   |
| Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use. | 4                   |
| Student materials seem durable and conducive to daily use.   | 4                   |
| Includes sufficient glossary, index and appendices.  | 4                   |
| Employs accurate grammar and spelling  | 4                   |
| Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.      | 4                   |
| Comments: Includes an E-Terms Glossary.  | <b>Total<br/>36</b> |

| Resource Materials   | Rating              |
|--|---------------------|
| Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)   | 4                   |
| Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.   | 4                   |
| Extension activities including adaptations and accommodations for students with special needs.   | 4                   |
| Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)                               | 4                   |
| Suggestions are made for integration of themes and /or interdisciplinary instruction.  | 4                   |
| Integration opportunities suggested and examples given.  | 4                   |
| Teacher resources are available online.  | 4                   |
| Online resources available – Repeat of information in text.  | 4                   |
| Online resources available – Practice skills only.   | 4                   |
| Online resources available – New application materials.  | 4                   |
| Comments: CD-ROM includes Lesson Plans, Placement & Performance Tests, enrichment activities. Instructor's Manual tells how to teach the class and what materials are needed. Websites available to download data files. Placement Test Strategies for Advancing Students. | <b>Total<br/>40</b> |
| <b>Rating Scale:</b>   | 2—Minimally         |
| 4—All or the time  | 1—None of the time  |
| 3—Some of the time   | 0— Not applicable   |